



Home Office

Candidate Information

Home Office Recruitment

(Internally, Across Government & Externally Advertised Roles)

Civil Service
Commission



V18 (JULY 2026)

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Foreword

Thank you for your interest in joining the Home Office.

The Home Office is responsible for some of the most important public services in the country. From national security and border security to public safety, we work on the Government's highest priorities. Every day, Home Office colleagues across the UK and beyond deliver outcomes to improve citizens' lives. Over 50,000 people work for the department on a wide range of operational, policy, and major programme delivery challenges, and this is an exciting and important time to join the team.

Our work is never far from the news. It is high profile, challenging and it carries a lot of responsibility. It is also extremely rewarding; few organisations can offer careers with the potential to make such a significant positive impact on society and on the lives of others. This privileged position offers great opportunities for colleagues, including for their development and career growth.

The Home Office is a purpose-led and ambitious department. Our values are to be collaborative, respectful, courageous, compassionate and curious.

Recruitment in the Home Office is conducted in accordance with the Civil Service Commission's (CSC) Recruitment Principles, the Civil Service Recruitment Framework, the Civil Service Management Code, the Civil Service Nationality Rules, and our Home Office values.

Our Values & Standards

We expect all who join the Home Office to comply with the Civil Service Code (see page 20) and support our Values and Standards.

Our staff created our values - to be **compassionate, respectful, courageous, and collaborative**. These values are the foundation of the culture we want in the Home Office and underpin everything we do. We want to always put people before processes and create the best environment for all our colleagues to work in.

As set out in the Civil Service Management Code, those who wish to work for us must give satisfactory service and have nothing in their more recent past that is likely to bring discredit upon the department or the Civil Service in general.

By applying, you confirm that you have understood and are willing to adhere to our Values and Standards.

Conflicts of interest, including outside activities and employment

As a civil servant you must not take part in any activity which could impair your usefulness to the service or conflict with your official position and the interests of your department. **Important** - it is your responsibility to declare any outside activities to us prior to accepting a job offer.

The types of activity you need to declare are those that could be construed by others to conflict with your job at the Home Office, such as:

- **Personal** - includes close family or personal relationships which could influence your objectivity.

Important - this includes any UK immigration applications that are made (in the UK or abroad) by either yourself, your family members or close friends. This must be done as soon as the application is submitted if you are making, supporting or sponsoring the application or in the case of a family member or close friend who is making an application which you are not supporting or sponsoring, as soon as you are aware of the application.
- **Additional Work** - either paid or unpaid and regardless of work hours you intend to undertake. This includes, employment, self-employment, directorships, consultancies, voluntary roles (including with charities or trusteeships), public appointments or public service roles (e.g. reserve armed services).
- **Assets and Liabilities** - either within or outside the UK. This includes, investments, private shareholdings, liabilities (e.g. debts or bankruptcy).

If your spouse or partner (if appropriate), immediate family or close friends have any such interests, these should also be declared.

Any declared activity that could give rise to a potential conflict will be carefully considered, which may include discussing with you options to mitigate the risks. Work of a minor or short-term nature (for example, vacation work or work after hours) would normally be allowed. However, if the issue cannot be appropriately mitigated, it may result in the withdrawal of the job offer.

As a Civil Servant there will also be certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

Eligibility & Application Process

Right to Work

You will need to demonstrate that you are legally permitted to work and that you have the right to remain in the UK.

Those with time limited Right to Work will be employed on a conditional basis in line with their permitted stay in the UK and must ensure that they maintain their Right to Work during their employment. If appointed, details of your immigration status will be recorded on our staff records management system. If you no longer hold these rights in the future, the Home Office will need to terminate your employment.

The Home Office does not hold a sponsorship license for those seeking to obtain a Skilled Worker Visa.

Nationality

See advert for stipulated nationality requirements and the National Security Vetting section within this document for minimum Residency periods.

Non-Reserved posts

Are open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members and Swiss nationals under the Swiss EU agreement. Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information on [Nationality rules \(GOV.UK\)](https://www.gov.uk/nationality-rules) can be found on GOV.UK.

Reserved posts

Are open to UK nationals i.e., British citizens, British subjects under Part IV of the British Nationality Act 1981 having the right of abode in the UK and British Dependent Territories citizens acquiring citizenship from connection with Gibraltar. Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information on [Nationality rules \(GOV.UK\)](https://www.gov.uk/nationality-rules) can be found on Gov.UK.

Residency Time Limits for National Security Vetting

You should normally have been resident in the United Kingdom for the last **3 years continuously** if the role requires CTC clearance; the last **5 years continuously** for SC clearance and the last **10 years continuously** for DV. Please check the advert for the level of Security Clearance required for the role. A lack of UK residency **may** not always be a bar to security clearance for some roles, as in exceptional circumstances there may be some flexibility for some periods of absence. Applicants should contact the recruiting manager listed in the advert for further advice.

Health Standard

You must be able to give regular and effective service. You may be asked to complete a health declaration, and, if necessary, to attend a medical examination.

English Fluency in Public Facing Roles

Where the post advertised is public facing your fluency in English will be assessed, as appropriate for the role, as part of the interview process.

Advertising Approaches

Home Office vacancies are advertised on the Civil Service Jobs website via one of the following three approaches:

- **Across government** – open to Civil Service employees and employees from an accredited Non-Departmental Public Body (NDPB)
- **Externally** – open to Civil Service employees and those outside the Civil Service
- **Internally** – open to Home Office employees only (this does not apply to agency workers, loanees or secondees in the Home Office) via Opportunity Marketplace.

Eligibility will depend on the advertising approach.

Interview Schemes

The Home Office operates three interview schemes:

- **Disability confident scheme (DCS)** - disabled candidates can apply under the DCS for internal, across government and external campaigns.
- **Redeployment interview scheme (RIS)** – civil service candidates ‘at risk of redundancy’ can apply under the RIS for internal, across government and external campaigns.
- **Veterans interview scheme (VIS)** – former service personnel can apply under the VIS for external campaigns.

People are encouraged to apply under the interview schemes (as detailed within the application form). Any candidate applying under an interview scheme will usually be offered an interview if they meet the minimum criteria (4 on the 1-7 marking scale) at each stage of the selection process, as set out in the advert. Where high numbers of applications are received, the candidates that best meet the minimum criteria for the role may only be invited to interview.

Existing Civil Servants and Employees from an Accredited NDPB (only)

To be eligible to apply for Home Office vacancies advertised internally or across government (see [Advertising Approaches](#) above), you must have been recruited through a fair and open competition and be either a Civil Servant or an employee of an accredited Non-Departmental Public Body (NDPB) at the time of taking up your new Civil Service appointment (**note**: those appointed by exception are **not eligible** to apply to internally advertised vacancies). You must also have successfully completed probation before the advert closing date. These requirements do not apply where existing Civil Servants and employees from accredited NDPBs are applying for externally advertised vacancies.

Please note, if you leave the Civil Service or accredited NDPB for more than one week (measured between Sunday to Saturday) prior to taking up appointment, you may lose any continuous service rights you have accrued.

Staff at risk of redundancy can choose to self-declare and participate in the Redeployment Interview Scheme which offers interviews to eligible candidates who meet the minimum standard of the recruitment exercise.

Where staff at risk of redundancy have received notice of compulsory redundancy, they may continue to apply for roles until the last week of that notice as long as they are successful in securing a permanent alternative Civil Service role with a start date prior to the end of the notice period.

Staff not at risk of redundancy cannot be considered for Home Office vacancies if they have a live warning for attendance, performance or discipline at any stage of the recruitment process, from application until the offer of a start date. Prior to agreeing a start date, we will check that staff are not subject to a live warning or undergoing a formal procedure. Those with a live warning will be withdrawn from the Recruitment process. For those undergoing a formal procedure that could lead to a warning, the offer of a start date will not be made until the procedure is concluded and the outcome known. In exceptional circumstances, the Vacancy Holder may proceed with the appointment.

For **Home Office applicants** (applying for Home Office vacancies advertised internally or across government), the following applies:

- Applicants with an attendance management warning are not eligible to apply for vacancies during the initial **3-month** improvement (live warning) period; however, they can apply for posts during the following **9 month** sustained improvement period.
- Applicants with a warning for poor performance are not eligible to apply for vacancies during the initial review period following the warning (the length of the review period may vary but should be no more than 1-3 months). However, they can apply for posts during the following **12-month** sustained performance period.
- Applicants with a live discipline warning will not be eligible to apply for vacancies during the (live) **12-month** period from the date of the first written warning or during the period of a live final written warning, **18 months or 24 months** as appropriate.

Civil Service and accredited NDPB staff should refer to their own departmental policies regarding live warning periods.

Release Periods

The normal release period is four weeks but in exceptional circumstances this may be flexed in accordance with the Civil Service Management Code. The importing and exporting line managers should liaise over the release date to ensure it meets the needs of both departments as far as possible.

Regardless of the advertising approach, the Home Office can reject internal moves on level transfer and keep individuals in their current roles where the move would conflict with wider business objectives (in line with the Civil Service Management Code, Section 1.1.9). Home Office employees are encouraged to discuss their application with their line manager prior to accepting an offer, so they know that it will be supported.

Temporary Posts

Eligible employees applying for a Home Office temporary role, either on level transfer or promotion, should ensure they have their Head of Unit's support to return to the home unit/department at the end of the posting, including where applicable, that promotion will be recognised and made substantive. This support should be documented.

Temporary **internal** (within Home Office) moves:

- **Short - term level transfer** - Home Office employees moving temporarily on level transfer to another role retain the pay and conditions of their permanent role.

Note – A Home Office employee moving temporarily on level transfer to a role at a different location to their permanent location, i.e. to a detached duty location, may be eligible to claim certain subsistence type allowances and/or excess fares. (Please refer to the Travel Manual (Inland and Overseas) and to the advert for the temporary opportunity).

- **Short-term promotion (known as Temporary Cover (TC))** - Home Office employees providing temporary cover (TC) for a post at a higher grade (usually following an Expression of Interest process) for a period of at least three months but not generally more than 12 months, will be paid temporary cover allowance (TCA). TCA will be calculated as either 10% of base salary or the difference between base salary and the minimum of the next grade, whichever is higher, until the end of the posting.

Whilst providing temporary cover for a role at a higher grade, an employee is placed on the pay band applicable to the location where the role being temporarily covered is based.

- Existing permanent employees who secure a short-term appointment via an externally advertised **Fixed Term Appointment (FTA)** will retain their permanent status and continuity of service. At the end of the FTA, if there is no post available, they could potentially be made surplus and enter the redeployment process. The Restructuring, Redeployment and Redundancy (RRR) policy/procedure would then apply.

If the FTA is on promotion, the employee would retain their new grade at the end of their time limited posting.

Temporary **across government** moves:

- **Temporary moves into the Home Office from another government department (OGD) (known as a Loan)** - OGD employees successful in securing a temporary Home Office role (including via an FTA) will normally join on a loan basis. For those who join on promotion, in exceptional circumstances where the home department cannot recognise the promotion in the loan agreement, the Home Office line manager will place the successful candidate on TCA (see above) until the end of the loan.

Pay & Transfer Terms

Individuals appointed on level transfer will retain their existing salary limited to the maximum of the pay range for the grade and are responsible for ensuring they fully understand the financial implications of any potential move and the impact (if any) on their terms and conditions (see Annex A). If an individual is in any doubt, they should seek clarification before accepting a job offer.

Pay on Transfer from Other Government Departments – Treatment of allowance

If London Allowance is paid separately, it will be added to basic pay if the new role is based in a London location. Any amount exceeding the Home Office grade maximum will not be retained on mark time. All other allowances are lost on transfer. The advert will list any Home Office allowances that apply to the role.

Northern Ireland Civil Service (NICS) employees

NICS employees originally recruited via fair and open competition will enter the Home Office as an OGD transfer and retain their continuity of service. NICS departments who do not use the CS Employee Transfer form are able to provide the information via alternative means.

Non-Departmental Public Body (NDPB) applicants

Employees from accredited NDPBs (Civil Servants and Public Servants) <http://www.civilservicepensionscheme.org.uk/> who were initially recruited through fair and open competition are eligible to apply for Civil Service vacancies advertised across government. If successful, Civil Servants will transfer in accordance with the Civil Service employee transfer process. Public Servants will join as a new entrant.

Submitting an Application

Only submit your application when you have completely finished and answered all the sections as well as the declaration stage. The 'continue' button, will submit the application.

If you need a reasonable adjustment(s) to be made during the recruitment process, you should indicate this on your application. If you forget or change your mind, you can still request assistance by contacting the email address in the 'Contact point for applicants' section on the job advert. More information on [Disability Adjustments in our Recruitment Processes - Home Office Careers](#) can be found on Gov.UK.

Late applications will not be accepted.

All applications must be made on-line. Paper applications will only be considered if you have a disability that prevents you from applying online. If this is the case, please email HO-Recruitment-Vetting-Enquiries@resourcing.soprasteria.co.uk.

Sifting Applications

This involves an initial assessment to identify those candidates who achieve the minimum eligibility criteria required to undertake the duties of the role. While there is a minimum standard (4 on the 1-7 marking scale) that all candidates are required to meet in order to be eligible to progress to the next selection stage, this may be raised depending upon the number of applications received and the roles available. Any candidate applying under the Disability Confident, Redeployment or Veterans interview schemes will usually only be required to meet the lowest minimum criteria in order to proceed to the next stage of the selection process.

Where large numbers of applications are received, an initial sift based on the first 'Lead' Success Profile element (i.e., behaviour, technical skills, or experience) may be held. For those who meet the minimum standard at this initial sift, either the remaining elements (as detailed in the advertised vacancy) will then be assessed or all candidates taken through to the next selection stage. The minimum standard at this stage may be set according to the number of applications received and the number of roles available.

Feedback will be provided at the last selection stage (normally interview), except in large volume campaigns where it may not be feasible.

Interview Scores

Candidates' interview scores will be ranked in position of merit order (that is, 1st which is the top score, followed by 2nd highest score, 3rd highest score, 4th highest score, etc), based on the number of interviewed candidates. Where there are tied scores, the panel may need to use certain criteria to differentiate between the tied score candidates. Differentiation may be carried out against what is considered to be the most essential factor; this can be a lead criteria (such as lead behaviour, lead strength, lead skill, etc, usually this would be the first one listed) and/or level of qualifications and experiences listed in the essential or desirable criteria.

Plagiarism & Use of Artificial Intelligence (AI)

Whilst the use of AI isn't prohibited, all examples and statements provided in your application must be truthful, factually accurate and taken directly from your own experience. Please see the specific guidance on [Civil Service Careers](#) on when it is appropriate and inappropriate to use AI within the Civil Service recruitment process.

Where plagiarism has been identified (presenting the ideas and experiences of others, including AI, as your own) applications will be withdrawn. Existing Civil Servants found to have plagiarised may be subject to disciplinary action.

Important – the recording of interviews is prohibited, unless instructed to do so as part of the recruitment process.

Offers

Successful candidates will be contacted with a provisional offer and will be required to respond within 7 working days in order to accept, decline or request a discussion with the

Vacancy Holder. If candidates do not respond within this timeframe, the job offer will be withdrawn.

Near miss offers

Those candidates who do not achieve the minimum standard for the role they applied for following the final selection stage, may be considered for a similar role at a lower grade without the need for them to go through a further selection process providing the role has the same success profile elements and essential skills.

Reserve Lists

Where a competition identifies more appointable candidates than there are available vacancies, a reserve list may be held for up to 12 months. However, there is no guarantee that being held on a reserve list will lead to a job offer.

We may contact reserve list candidates to fill the same role or other similar roles with closely matching essential criteria, if they become available, without a new competition. There is no guarantee that you will be offered the post you originally applied for at your preferred location and offers will be dependent on your position on the reserve list merit order and business need. Further opportunities may also become available in other locations not listed and we may offer successful applicants a post at any location.

If you are offered and are not able to accept the specific role you applied for, you will be removed from the reserve list. If we offer you a closely matching role or a post in an alternative location which you are not able to accept, you will maintain your position on the reserve list for the role you originally applied for. However, if you accept an alternative post, you will be removed from the reserve list and lose your right to be transferred to the original post or location should posts subsequently become available.

Personal Data - Protection and Retention

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 2018.

Details relating to our Recruitment Privacy Information Notice (PIN) can be found on [Recruitment: privacy information notice \(GOV.UK\)](#).

For Border Force and Immigration Enforcement roles only, please see the Border Force PIN on [Border Force privacy information notice - GOV.UK \(www.gov.uk\)](#) for more information on how your details may be shared.

The personal data provided in connection with your application will not be retained beyond 24 months should your application be unsuccessful. If you are appointed to a post your personal data will only be used for the purposes of Personnel Management.

Complaints

Any complaint should be made directly to the Vacancy Holder using the contact details on the advert.

Diversity & Inclusion

The Home Office is committed to protecting all employees and members of the public accessing our services from discrimination in the workplace as set out in the Equality Act 2010 and anti-discrimination legislation in Northern Ireland.

More broadly, we will create an inclusive culture where all staff and customers are treated with respect for who they are and what they do regardless of their: sex, race (including ethnic origin, nationality, national origin or colour), religion or belief or non-belief, disability, long-term illness or health status, sexual orientation, gender, gender identity or expression, age or perceived age, marriage and civil partnership status, pregnancy and maternity status, social or educational background, part-time working, or any other characteristic or attribute irrelevant to a person's work. In Northern Ireland discrimination on grounds of political opinion is a protected characteristic.

We encourage a diverse workforce and aim to provide a working environment where all staff across the Home Office are valued and respected, and where no place exists for discrimination, bullying or harassment.

Home Office HR procedures (for example, recruitment, performance management and talent) are based on an assessment of an individual's ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As a public authority, the Home Office has statutory duties placed on it under the Equality Act 2010 and in Northern Ireland under the Northern Ireland Act 1998 that state that it must have due regard of the need to:

- eliminate discrimination, harassment, and victimisation
- advance equality of opportunity, and
- foster good relations

We expect all staff to assist the department in meeting these obligations.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies, based on any statutory protected characteristic, is incompatible with the work and values of the Home Office.

Disability Confident

As a Disability Confident Leader, the Home Office offers an interview for people with disabilities (as defined by the Equality Act 2010 and The Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004) who meet the minimum criteria for this appointment as published in the advert. Where high numbers of applications are received, the candidates that best meet the minimum criteria for the role may only be invited to interview. If you wish to apply for consideration under this scheme, please complete the appropriate section on the online application form. This will enable us to make the appropriate arrangements, if necessary.

Pre-Employment Checks

These are to assess your suitability for employment and will be conducted in accordance with the HM Government Baseline Personnel Security Standard (BPSS - see [Gov.uk](https://www.gov.uk)), which include checks into:

- Identity.

A list of acceptable documentation is attached to the job advert. We may require you to attend a Home Office building to present documentation.

- Right to work in the UK.
- Employment history.
- Criminal record (unspent convictions).

If a higher level of criminal record check is required, this will be stated on the advert and may be subject to regular renewals. See [Criminal record checks when you apply for a role: Who can check your criminal record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/criminal-record-checks-when-you-apply-for-a-role) for further information.

Additional checks may include:

- Nationality.
- Residency.
- Health.
- Police Barred list (for former police officers and staff).
- Workplace misconduct, which may include us contacting your former employers for references.

The range of checks carried out will depend on whether you are a current Home Office employee, existing civil servant or an external new entrant as well as the role requirements. All required checks must be successfully completed before your offer of employment is confirmed. Refusing to undertake any of the required checks shall lead to your offer of employment being withdrawn.

Any adverse information obtained during the pre-employment check process may also be shared for National Security Vetting purposes.

Please refer to [Personal Data - Protection and Retention](#) (above) to find our Recruitment PIN and details on how your personal data will be managed.

National Security Vetting

In addition to the pre-employment checks, everyone who applies to work at the Home Office goes through the National Security Vetting (NSV) process. There are three levels of NSV: CTC (Counter Terrorist Check), SC (Security Check) and DV (Developed Vetting). The level of security clearance depends on the nature of the role and how much information it will need access to. The security clearance process requires candidates to complete an online Security Questionnaire with the external vetting provider, UK Security Vetting (UKSV) (part of the Cabinet Office). Please familiarise yourself with the vetting process before applying for a post. Information on the process and the checks that are carried out at each level can be found here on GOV.UK [National security vetting: clearance levels - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/national-security-vetting-clearance-levels) [Vetting: An Overview \(youtube.com\)](https://www.youtube.com/watch?v=...)

NSV is a case specific risk investigation and assessment of someone's suitability to be granted security clearance and therefore the time taken can vary significantly. A candidate's failure to disclose relevant circumstances or information may be regarded as evidence of unreliability and taken into account in assessing suitability for security clearance. It could lead to withdrawal of an offer or even termination of a contract where information subsequently comes to light.

Employment of Former Offenders

The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives. These responsibilities mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service. We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.

However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. When deciding individual cases, we will consider the:

- nature of the position.
- the circumstances, seriousness and background of the offence(s).
- whether or not the conviction is “spent” (“Spent” convictions need to be declared when applying for security clearance).
- the applicant’s openness shown in declaring the conviction.

Terms and Conditions

Salary & Grade

The grade of the role is listed in the advert. The salary range will be dependent on a range of factors, including location and successful applicants who are new to the Civil Service will join on the minimum of the advertised pay range.

If you join the Home Office after the pay cut-off date for that month, then you will normally receive your pay at the end of the following month. This will also apply if you have joined on loan or permanent transfer from another government department who are continuing to pay you until the payroll transfer date has been agreed.

An advance of pay can be arranged, where financial hardship occurs. The advance payment will be reconciled through the next month’s payroll.

The Home Office reviews pay annually and will engage in a process of collective bargaining with the recognised trade unions. Any increase to your salary will be at the discretion of the Home Office.

Former Civil Servants who have left the Civil Service early with a severance package or retired with a pension may see either their pension abated or be required to repay some of their lump sum compensation payment. If you are a partial retiree and in receipt of your Civil Service Pension, you must ensure that your Civil Service Employee Transfer Form (CSETF) is completed fully with section C clearly indicating that you are a partial retiree. This notification will enable Civil Service Pensions to assess whether abatement will apply. For further information please refer to [Abatement](#) or contact Civil Service Pensions:

Address: Civil Service Pension Scheme, PO Box 713, Darlington, DL1 9JZ

Telephone: 0300 123 6666

Pension

Pension schemes are available, and more information will be provided to successful candidates. For further information please refer to the [Civil Service Pensions](#) website:

Dual Workplace arrangements

Where dual workplace arrangements apply applicants need to be aware that if there will be a requirement to work regularly out of more than one location, e.g., Sheffield and London, there may be a tax implication on any expenses paid by the employer as all locations will be deemed to be permanent workplaces. Regular is defined as one day a week, 4 days a month). You and the recruiting manager will need to be clear on the arrangements for the travel expenses and who will be required to pay the costs of travel to both locations. Day subsistence will not be paid in relation to travel to a permanent workstation.

The options are:

- Staff meet their own costs of travel e.g., for travel between Croydon and London; Liverpool, Manchester and Salford.
- The employer pays the expenses, e.g., for travel to London if the role is based in Sheffield but staff will be required to pay the tax.
- As above but the employer pays the expenses and tax.

Expenses paid by the employer will form part of the P60 earnings and may therefore affect any tax credits or child benefit, or their tax band and that the employer will not compensate for any loss.

Work Hours and Arrangements

New entrants to the Civil Service will work a **37-hour week** excluding meal breaks. Existing Civil Servants should refer to **Annex A** for the terms and conditions that will apply to them.

Flexible working

The Home Office encourages flexible working wherever it can be accommodated by the business, including part-time working, compressed hours, homeworking, job sharing and part-year working.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where employees will be expected to spend a minimum of 60% of their working time in the office. Applicants can request further information regarding how this may work in their team from the Vacancy Holder (see advert for contact details).

Homeworking on a permanent contractual basis is likely to only apply in exceptional circumstances in line with the role, or where Workplace Reasonable Adjustments might apply. Please discuss the role requirements and any Workplace Reasonable Adjustments you may require with the Vacancy Holder.

Job Sharing - it is recommended that candidates applying as job sharers identify their job-sharing partner in advance and apply together. They should also note that they wish to apply as part of a job-sharing arrangement on their application form and provide the name of their job-sharing partner. Job sharing candidates should refer to the information and guidance on the Gov.UK website Civil Service Careers.

Not all posts or roles are suitable for all forms of flexible working and are subject to business needs, details of which will be set out in the advert.

Shift Working Roles

Some HO roles in operational areas may require shift working to support business needs. Shift patterns can include early starts, evening working, night shifts weekends and public holidays. It is your responsibility to be aware of the shift pattern which relates to your post before accepting the offer.

Annualised Hours Working (AHW)

Annualised Hours Working (AHW) is an attendance system where staff work an agreed number of hours for the year rather than weekly conditioned hours.

You will be required to work flexibly on any day of the week, including weekends, nights, Public Holidays and the Privilege Day, and the hours may vary each week. Attendance may also be subject to change at short notice.

The rate payable under the AHW scheme is driven by business requirements and is therefore variable. Your initial rate will be confirmed when you have started in post and will be paid as a percentage of your basic salary. If a member of staff has agreed an Annualised Hours Working arrangement, this does not become a permanent or guaranteed right. Annualised Hours working is subject to changes in operational needs and managers can adjust, cease or suspend it, for operational or performance reasons. Annualised Hours Working agreements are reviewed in line with AHW policy. The AHW year runs from 1 April to 31 March. If an individual begins working on an AHW basis part way through the year, they will receive a part-year agreement, and the Annualised Hours Allowance will be pro-rated for the remainder of the year to reflect that agreement.

If you transfer to a non-AHW post the requirement to work in accordance with the terms of the AHW policy will also end and you will move off the AHW scheme.

Annual Leave

If you are a full-time employee, you will receive 25 days annual leave, pro-rata during your first year of service. Your annual leave will increase gradually by 1 day at the start of each leave year up to a maximum of 30 days after 5 years' service. Annual leave is calculated on a pro rata basis for part-time employees.

Annual leave entitlement according to length of service

Length of service	Annual leave entitlement
Up to 1 year	25 days
1 year - up to 2 years	26 days
2 years - up to 3 years	27 days
3 years - up to 4 years	28 days
4 years - up to 5 years	29 days

Length of service	Annual leave entitlement
5 years or more	30 days

In addition, you are entitled to 8 days' public holiday and 1 privilege day to be taken at a fixed time of the year (Pro-rata for part time).

The Annual Leave year runs from 1 March until the end of February in the Home Office (including HM Passport Office).

Existing Civil Servants

Please see **Annex A** for the terms and conditions that will apply.

Employees transferring from other government departments to the Home Office should refer to their existing department's policy regarding annual leave upon leaving the organisation. The normal expectation across the Civil Service is that employees take their annual leave prior to moving between Departments.

Any previous service you have with another government department may be recognised for the purpose of determining your annual leave entitlement, except where your previous service was terminated for misconduct or inefficiency or where you have had a break in service, whatever the duration.

Probation

You will serve a period of probation unless you are transferring from another role in the Civil Service and have satisfactorily completed a probation period. Your performance, conduct and attendance will be monitored and reviewed.

Posting Length

The expectation within the Home Office is that staff will normally remain in post for a minimum of two years and will not apply for Home Office roles on level transfer during that time.

Retirement Age

The Civil Service has adopted a no retirement age policy.

Secondments into the Civil Service

Where a post is offered on secondment to applicants from outside of the Civil Service, applicants will be appointed on their existing terms and conditions and pension arrangements.

Confidentiality

You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Multiple assignments within the Home Office

Home Office employees are only able to hold one contract of employment with the department at any single point in time. Home Office staff who apply for a Home Office vacancy through any recruitment approach (i.e. internally, across government or externally) and are offered an appointment, will need to choose whether to remain in their

current post or move to the new one. Those staff with more than one role (Multiple Assignments) will need to relinquish all their current roles if they choose to move to the new role.

Operational Roles in Border Force and Immigration Enforcement (Additional Information)

Shift Working

Where posts are open to full and part-time staff. Due to the current business position, part-time opportunities are very limited and cannot be guaranteed. Shifts will be allocated according to business requirements and staff may not be able to specify fixed days off in any week. This will apply to all staff including those who work part-time and those who have Flexible Working Arrangements in place.

Annualised Hours Working (AHW)

See Annualised Hours Working paragraph above.

Minimum Age

These roles require attendance on a 24/7 shift rota, including early, late & night shift, weekend & public holidays. In line with the Working Time Directive applicants must be aged 18 and over.

Training

Applicants should be aware that this role requires a lengthy, accredited training process which must be passed before an applicant is legally allowed to undertake the duties of the role. All aspects of this training and mentoring programme are tested and failure to pass will be deemed as poor performance.

New recruits to the Home Office, including transfers from other Government Departments, will not receive AHA during their initial training, or periods where they are being mentored but not working a shift pattern or weekends. **Staff previously in receipt of AHA:** Home Office staff on level transfer or promotion will receive the rate of AHA applicable to the new role during the initial training periods.

Candidates who have successfully completed their probation will be managed within the Performance Management policy. Failure in any aspects of the training will trigger the use of the departmental Managing Poor Performance policy and this may lead to a decision to dismiss on the grounds of inefficiency. In certain circumstances the department may consider a request to re-grade as an alternative to dismissal.

Health Standard and Personal Safety Training

Some Border Force and Immigration Enforcements roles can be physically demanding and require a high level of flexibility to meet changing demands. Successful candidates will be required to complete specialist training including Personal Safety Training (PST) up to and including level 3. You will be required to attend and pass a course in personal safety, arrest and restraint techniques and also refresh these skills on an annual basis. This will involve physical activity and physical contact with delegates on the course. You will be required to complete a PST health declaration and, if necessary, attend a medical examination. A formal offer will not be made if you are not physically fit to undertake the training.

Uniform

You will be required to wear a uniform whilst on duty, which will be provided to you after your start date.

Role Titles

You will be classified as a Border Force Assistant Officer / Border Force Officer/ Border Force Higher Officer / Border Force Senior Officer in your new role, however due to the legislative processes involved when staff from HM Revenue and Customs merged with Immigration you will officially work as an Assistant Immigration Officer/ Immigration Officer/ Chief Immigration Officer, HM Inspector or a Customs Officer. This is a statutory procedure and whilst you may notice this on official documentation you should consider yourself a Border Force Assistant Officer/ Border Force Officer/ Border Force Higher Officer/ Border Force Senior Officer.

Critical incidents

While you remain an employee of the Home Office group, we reserve the right in the event of a critical incident to recall you to the front line to carry out Border Force duties. This would apply regardless of grade or post.

Border Force Integrity Check for Border Force and Immigration Enforcement roles

As well as passing pre-employment screening and obtaining UK Security Vetting clearance, anyone applying for Border Force or Immigration Enforcement roles will also undergo an Integrity Check. This check assesses suitability to work in Border Force or Immigration Enforcement. The Integrity Check, carried out by Border Force Integrity Compliance, is separate from the security vetting process and does not affect security vetting decisions.

For more information on how your details may be shared, refer to [Personal Data - Protection and Retention](#).

HM Passport Office Uniform (Operational Roles)

Dress code - if the primary part of your work involves dealing face to face with the general public, HM Passport Office will provide you with corporate clothing which you will be required to wear on a daily basis. This will also apply if you are required to move to this type of work during the course of your employment.

Civil Service Commission's Recruitment Principles

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the independent Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – impartiality, objectivity,

integrity, and honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the Civil Service Commission website: [Recruitment \(Civil Service Commission\)](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact the Vacancy Holder in the first instance who will investigate your complaint.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission: [Recruitment Complaints \(Civil Service Commission\)](#).

The Civil Service Code (& Values)

The statutory basis for the management of the Civil Service is set out in Part 1 of the Constitutional Reform and Governance Act 2010. The Civil Service is an integral and key part of the government of the United Kingdom. It supports the government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to ministers, who in turn are accountable to Parliament.

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. In this code:

Integrity - is putting the obligations of public service above your own personal interests

Honesty - is being truthful and open

Objectivity - is basing your advice and decisions on rigorous analysis of the evidence

Impartiality - is acting solely according to the merits of the case and serving equally well **governments** of different political persuasions

These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of ministers, Parliament, the public and its customers.

This Civil Service Code sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. Individual departments may also have their own separate mission and values statements based on the core values, including the standards of behaviour expected of you when you deal with your colleagues.

Further information about the Civil Service Code can also be found on the Civil Service Commission website: [Code \(Civil Service Commission\)](#).

Annex A: Modernised terms and conditions for existing Civil Servants

Category	Home Office staff on promotion in relation to adverts for posts issued on or after 31 August 2014	Staff joining the Home Office on level transfer or promotion from an OGD on a permanent and voluntary basis in relation to adverts for posts issued on or after 31 August 2014
Mobility	All grades and all working patterns can be compulsory permanently transferred to any civil service post within the UK and abroad - if deemed reasonable taking into account individual circumstances.	All grades and all working patterns can be compulsory permanently transferred to any civil service post within the UK and abroad - if deemed reasonable taking into account individual circumstances.
Hours of work	Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff).	Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff).
Occupational sick pay	If on pre-modernised T&Cs prior to promotion: 5 months full pay and 5 months half pay. If on modernised T&Cs prior to promotion: continue accruing entitlement as for new starters up to 5 months full pay and 5 months half pay during the fifth year of service.	If on pre-modernised T&Cs prior to transfer: 5 months full pay and 5 months half pay. If on modernised T&Cs prior to transfer: continue accruing entitlement as for new starters up to 5 months full pay and 5 months half pay during the fifth year of service.
Privilege leave	1-day privilege leave in recognition of the King's Birthday.	1-day privilege leave in recognition of the King's Birthday.
Annual leave	Annual leave starts at 25 days increasing gradually by 1 day at the start of each leave year up to a maximum of 30 days after 5 years' service (any change to take effect from the start of the next annual leave year after promotion). Existing leave entitlement up to 30 days	Annual leave starts at 25 days increasing gradually by 1 day at the start of each leave year up to a maximum of 30 days after 5 years' service. Existing leave entitlement up to 30 days (excluding 1.5 privilege days that

Category	Home Office staff on promotion in relation to adverts for posts issued on or after 31 August 2014	Staff joining the Home Office on level transfer or promotion from an OGD on a permanent and voluntary basis in relation to adverts for posts issued on or after 31 August 2014
	(excluding 1.5 privilege days that have been rebranded as annual leave) will be honoured.	have been rebranded as annual leave) will be honoured.

NB: If you are moving on level transfer within the Home Office your terms and conditions will not be affected.